

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Director Planning and Development
Classification:	Director
Position Number:	
Business Unit:	Planning & Development
Reports to:	Chief Executive Officer

Our Vision & Values

That Southern Grampians Shire will be recognised as a well-connected, dynamic Regional Centre supporting a vibrant, healthy and inclusive community.

Innovative – We will be open to new ideas will welcome creativity and embrace change

Respectful – We will be caring, accept differences and value diversity

Collaborative – Together we will work smarter to achieve agreed common goals

Trusting – We will be open, honest and brave

Empowering – We will delegate opportunities, and develop and inspire success.

Key Priorities

1. Support our community;
2. Develop our Regional Economy and Business;
3. Plan for our Built Environment Infrastructure;
4. Promote our Natural Environment;
5. Provide Governance and Leadership.

Key Objectives

The Director of Planning and Development is responsible for the leadership and management of programs and services that contribute to Southern Grampians Shire Councils, Vision, Values and Key Priorities including:

- a) To lead the Directorate to achieve effective and efficient management of the organisations Economic Development, Tourism and Development Services;
- b) To assist the Chief Executive Officer and the Executive Leadership Team (ELT) with respect to all corporate issues and processes, including advice to Council relating to Planning and Development functions.

This will be achieved by:

- Leading a culture of customer service delivery and employee accountability that provides outstanding service delivery;
- Leading the Planning and Development Directorate by supporting a culture and ethos aimed at securing the long term liveability of the Shire;
- Developing an integrated response in relation to all development approvals, policy and economic initiatives in order to attract and retain investment and grow employment;
- Enhance Council's image and reputation as a responsive, customer focussed organisation within the community, the local government sector and other levels of government;
- To ensure services, programs and functions of the Directorate are delivered within budget and in line with the objectives of the Council Plan;
- To support staff in developing their full potential and ensuring they have a clear understanding of the organisation's expectations through effective communication, leadership and a commitment to human resources management principles;
- Working in partnership with the local community and relevant agencies to advocate for Councils services and programs.

Key Responsibilities

General

- Ensure appropriate management systems are in place for each of the functional areas of the directorate in accordance with Council standards and objectives;
- Providing high standards of leadership and professionalism to inspire the commitment of all staff to achieve organisational goals, and objectives. Foster a team spirit throughout the organisation in line with Southern Grampians Shires Councils values and priorities ;

- Efficiently and effectively manage the community engagement and service delivery of the Directorate, including:
 - Statutory and Strategic land use planning;
 - Economic and business development;
 - Tourism and events;
 - Environmental health;
 - Environment and conservation;
 - Civic culture and art;
 - Regulatory building control;
 - Advocacy Coordination

- Carry out additional duties as nominated by the Chief Executive Officer when the Chief Executive Officer or other Directors are on leave;
- Work closely with the Chief Executive Officer and Council to ensure a highly responsive, customer focussed and professional service is provided in all areas ;
- Be responsible for achieving departmental budget targets, and the completion of all approved projects within the designated financial periods or time frames determined by Council or the Chief Executive Officer;
- Be a key contributor in the strategic planning functions of the Council, including annual budget preparation and financial planning processes;
- Represent the Council on organisations or in community activities, as required;
- Attend Council and Council Committee meetings.

Promotion and Advocacy

- Arrange for the promotion of all aspects of services delivered within the Directorate;
- Assist the Chief Executive Officer, ELT and Council in support for external funding for works and services to benefit the municipality.

Leadership, Governance and Planning

- Develop and implement strategic and operational plans for Planning and Development Directorate services and programs responding to priorities outlined in the Council Plan, current community demand, State and Commonwealth Government policy and relevant best practice evidence;
- Ensure systems are in place to monitor the changing needs of the local community and respond accordingly;
- Advocate for appropriate service responses and infrastructure to ensure high quality services;
- Provide strategic advice to the Chief Executive Officer and Council as required;
- Ensure that all decision making within delegated services is undertaken in alignment with Council Delegations.

Business and Community engagement

- Work with the business community to increase their capacity to grow and develop in the Shire;
- Develop and maintain relationships with business to assist in achieving high quality economic outcomes for the region.

Quality and Risk

- Maintain a culture of compliance and acceptance in relation to Health and Safety legislation;
- Create an environment where innovation and achievement are emphasised and recognised;
- Ensure all delegated programs and services are compliant with relevant standards, legislation, policies and procedures and maintain relevant accreditations;
- Ensure systems are in place to drive continuous quality improvement and manage risk;
- Monitor, review and benchmark services to ensure they remain appropriate and effective to meet community needs;
- Ensure that all requirements of external funding & service agreements are met;
- Maintain staff and client confidentiality at all times;
- Commit to and adhere with Councils Child Safe Requirements.

Human Resource Management

- Lead the development of a highly effective culture through values based leadership;
- Ensure the human resources of the department are managed efficiently and effectively and in accordance with Council policies and agreements;
- Encourage effective and consultative personnel practices embracing equal employment opportunity and occupational health and safety principles;
- Ensure that the structure of the department is regularly reviewed, and remains appropriate to achieve Council's objectives within budget parameters;
- Ensure ongoing staff training and development to equip staff to meet the challenges of their roles, and to meet personal and career aspirations;
- Assist in negotiations for enterprise agreements that focus on ensuring a highly efficient and effective Council workforce.

Financial Control and Planning

- The preparation of Council's budget and financial plan and manage the preparation and monitoring of the budget as it applies to P&D with a particular focus on forecasting and delivery;
- Ensure all departmental functions operate within budget unless otherwise approved by the Chief Executive Officer;
- Monitor events which could influence departmental service functions and keep the Chief Executive Officer fully informed of major threats and opportunities.

Customer Service

- Demonstrate a strong commitment to customer service, though a demonstrated customer service ethos that delivers our Council's Vision;
- Oversee, in particular, staff dealings with local residents and business to ensure that the Council is perceived as a responsive and customer focussed organisation.

Communication

- Oversee the preparation of information on Planning and Development services and matters of public interest;
- Ensure all communication is accurate, timely, accurate and informative;
- Maintain cooperative, effective and positive communication with community organisations and businesses, neighbouring Councils and other Government authorities and departments.

Professional Development

- Maintain a close relationship with, and active participation in, relevant professional and industry associations and undertake appropriate training;
- Take action to ensure that, through its management practices, Southern Grampians Shire Council is regarded as innovative and at the forefront of industry best practice;
- Maintain a network of contacts throughout the industry and other levels of Government to keep up to date with developments affecting Local Government.

Technology

Keep abreast of advances in technology and, in consultation with staff, introduce technology which can achieve increased productivity, greater efficiencies, and financial savings.

Extent of Authority

- Accountable for carrying out a full range of delegations as determined by the Chief Executive Officer in the proper management of the Directorate and its functions;
- Accountable for ensuring the operations of the Planning and Development Directorate are satisfactorily performed in line with corporate, financial, legislative and contractual requirements;
- Accountable for compliance with the Local Government Act 1989 and regulations as amended, other relevant legislation and Council policies, delegations and budgets;
- Responsible for managing staff and administering the affairs of the Directorate within organisational policies and procedures and the direction of the Chief Executive Officer;

Judgement and Decision Making

- Must be able to recognise issues and use initiative to identify creative solutions and implement the solutions;
- Must be able to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficiency and effectiveness of the department;
- Have a demonstrated, strategic political awareness to the Council and community views and issues.

Specialist Skills and Knowledge

- Demonstrated competent presentation skills;
- Experience in high level planning and policy development;
- Well-developed financial management skills;
- Experience in managing change in an environment of resource constraint;
- An understanding of the economic, environmental, political and social issues relating to Local Government programs;
- Knowledge and experience in implementation of continuous improvement programs;
- Well-developed analytical and investigative skills;
- Thorough understanding and knowledge of Local Government and organisational practices;
- Good knowledge and understanding of Local Government Act and other relevant Acts and Regulations.

Management Skills

Responsible for ensuring the Health, Safety and Wellbeing of employees by:

- Initiating, developing and maintaining safe work systems and environments by applying skills to work with staff to lead, plan and drive OHS outcomes across the unit;
 - Ensuring compliance with OH&S and Risk Management Systems;
 - Ensure the unit OHS activities and operations are conducted in compliance with applicable laws, regulations and Council code of conduct;
 - Engaging with teams to ensure that OHS responsibilities and expectations are understood and met by all;
 - Ensuring the workplace is free of risk and hazards for employees to work.
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- Must be able to manage effectively with a high degree of flexibility within a changing workplace environment;
 - Must be able to organise and plan work flow, set priorities and achieve deadlines in a multi-functional environment;
 - Must be able to contribute to the strategic direction of Council as part of Council's Executive Management Team;
 - Must have well developed organisational and human resource management skills.

Inter-personal skills

- High level written and verbal communication skills;
- Demonstrated negotiation and conflict resolution skills;
- Demonstrated leadership and motivational skills suited for a competitive market environment;
- Demonstrated ability to project a positive customer service image for Council.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Organisational Relationships

Supervises:	Manager – Economic Development; Manager – Regulatory Services; Director – Art Gallery Service Manager – Performing Arts
Internal Contacts:	Primarily Chief Executive Officer other members of the Executive Leadership Team and above-listed positions.
External Contacts:	Council and Councillors Representatives of Government and semi-Government authorities, the Southern Grampian Community, regional economic development agencies, public and private sectors and interest groups, as appropriate.

Relevant Physical Responsibilities

Location of work: This position will require working in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office / workshop)				√
Outside		√		

Physical activities: The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing			√	
Sitting				√
Bending		√		
Walking			√	
Repetitive hand work				√
Heavy lifting (>15kg)	√			

Plant and Equipment: This role involves working with or near plant or equipment:

Hazard / Activity	Nil	Light	Average	Constantly
Rotating parts	√			
Noisy Environment		√		
In proximity of Mobile or Moving plant		√		
Strobe or similar lights	√			
Operating plant controls	√			
Driving plant or vehicles			√	
Machinery Vibration	√			
Ability to distinguish between colours			√	
Using hand held tools		√		
Working with irritants, chemicals, fumes and/or dust	√			
Working in hot surroundings		√		

Other activities: This role may also include:

Activity	Nil	Light	Average	Constantly
Talking on the phone				√
Direct contact with people				√
Working at heights	√			
Working with animals/ wildlife		√		

Qualifications and Experience

- Tertiary qualifications in a position-related discipline (post-graduate qualifications highly regarded);
- Knowledge and experience at senior management level operating within a Local Government multi-functional organisation and/or private sector environment;
- Demonstrated project or contract management skills.
- Experience in advocating on behalf of Council and the community to achieve desired results;
- Current Drivers Licence
- Current Working with Children Check

Key Selection Criteria - *(Note: your response must not exceed 2 pages at 11 point font)*

- Relevant qualifications and technical skills;
- Demonstrated experience in leading a multi skilled and diverse professional team through values based leadership;
- Demonstrated experience in setting strategic direction, high level planning, policy development and financial management;
- Highly developed written and verbal communication skills, with demonstrated experience in communicating at senior management levels and advocating to a diverse stakeholder group;
- Understanding of the economic, political, social and legal issues relating to a regional community.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____